

City of Fort Worth, Texas Job Description

Classification Title	IT Business Planner II		
Job Code:	PR1750	Job Family:	Professional
Pay Grade	709	Date Reviewed:	06/17/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Provides information technology business analysis services to the City. Conducts business process analysis, needs assessments, enterprise analysis and preliminary costs/benefits analysis; works as liaison among stakeholders; and provides leadership for the department to support operations of client departments.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Works with business process owners and various stakeholders to elicit, document, analyze, validate, and communicate requirements using established methods and tools for new and/or existing technology initiatives; evaluates information gathered from multiple sources; reconciles conflicts; decomposes high-level information into details; consolidates low-level information to a general understanding.
2. Communicates and collaborates with external and internal customers to analyze information needs and functional requirements and deliver business planner artifacts, as needed; coordinates and communicates with stakeholders, management staff and vendor staff on project issues and status.
3. Develops requirements specifications according to standard templates; works with Project Managers to document requirements and business process flows; and manages the requirements through the life of the project.
4. Performs vendor management; negotiates contracts and service level agreements; monitors and reports on vendor performance; and ensures compliance with purchasing policies and procedures.
5. Maintains awareness of new developments in the field of information technology; works with appropriate technical staff and others to incorporate/implement new developments as appropriate.
6. Conducts system analysis and design of business processes; participates in the evaluation of current and proposed information and business process flows and the costs/benefits of emerging technology; collaborates with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs.

7. Oversees departmental and citywide projects; manages the goals, scope, budget, resources, communications, risks and schedules of the projects assigned; and trains and leads others involved.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Organization, departmental objectives, culture, interrelationships of business functions and their impact on Information Technology.
 - Business process mapping or re-engineering.
 - Project Management principles and techniques.
 - Multiple information technology disciplines.
 - Industry standard business analysis methodologies, tools, and techniques.
 - Program development and administration.
 - Vendor management practices.
 - Business Analysis, Lean and Six Sigma.
 - Purchasing policies and procedures.
 - Service level agreements.
 - Performance monitoring and reporting.
- **Skill in:**
 - Contract negotiation.
 - Business analysis.
 - Delivering presentations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Participate in the implementation of technical solutions.
 - Lead the work of others.
 - Interact with others using strong, interpersonal, negotiation and presentation skills.
 - Interpret customer business needs and translate them into application and operational requirements.
 - Actively listen and interface with both technical and non-technical personnel.
 - Identify and document business issues.
 - Analyze and solve business problems.
 - Research, analyze and evaluate new information technology methods and techniques.
 - Prepare clear and concise reports.
 - Interpret and apply Federal, State and local policies, laws and regulations.
 - Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration, Computer Science, Engineering, Management Information Systems, Computer Programming, Computer Technology or a related field and four years of business experience, business analysis, project management, and information technology experience or related field.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.